KOKOMO SCHOOL CORPORATION

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

2023-2024

When <u>any</u> school employee suspects child abuse/neglect, the following steps <u>must</u> be taken:

CHILD ABUSE/NEGLECT REPORTING

- 1. The school employee (original reporter) will <u>immediately</u> report the information to the Indiana Child Abuse and Neglect Hotline (1-800-800-5556).
- 2. After reporting the information to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will report the information to the building principal or designee. If the principal or designee is unavailable, the Director of Social and Student Services will be contacted at 455-8000 ext. 10309.
- 3. After the oral report has been made to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will complete a written report (310 Form) and send a copy of the form to the Director of Social and Student Services at the Administrative Service Center.
- 4. Any questions regarding the reporting procedure should be directed to the Director of Social and Student Services.

The Indiana Child Abuse and Neglect Hotline number is:

1-800-800-5556

INSTITUTIONAL REPORTING

If any school employee is accused of abuse/neglect of a child, the building principal will immediately make the initial oral report to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556, and then to the Director of Social and Student Services at 455-8000, ext. 10309. Child Protection Services will notify law enforcement if warranted.



PRELIMINARY REPORT OF ALLEGED CHILD ABUSE OR NEGLECT State Form 114 (R13 /6-19) / CW 0310 DEPARTMENT OF CHILD SERVICES

Preliminary Report of Alleged Child Abuse or Neglect: In compliance with Indiana Public Law 276, Acts of 1979, IC 31-33-18, the information provided upon completion of this form will be treated as a CONFIDENTIAL RECORD.

Family surname	пате		County					Date of report (month, day, year)	t (month,	day, year)	Time	Time of report	D AM
Name of c	Name of complainant (<i>and Title / Agency, if applicable</i>)	/ Agency, if applicabl	(e)					Telephone number (ımber		E-mail address		
Address (Address (number and street, city, state, and ZIP code)	y, state, and ZIP code	(6									Forty-five (45) day report required?	report required?
					۵	ARENT/	GUARDI	PARENT / GUARDIAN INFORMATION	ATION				. 1
Person ID	Name	Role	Date of Birth (month, day, year)	Age	Sex	Race*		Hispanic or Latino Origin?	0	qunu)	Address (number and street, city, state, and ZIP code)	nd ZIP code)	Telephone Number
		☐ Alleged Perpetrator ☐ Uninvolved					S ≤ 8	☐ Unknown ☐ Declined	g 3				
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		☐ Alleged Perpetrator ☐ Uninvolved	-				S &	☐ Unknown ☐ Declined	5 0				
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						CHIL	KEN)	CHILD(REN) INFORMATION	2				
Person ID	Name of Child	II.	Role	Date o	Date of Birth (month, day, year)	Age	Sex	Race*	Hispani Or	Hispanic or Latino Origin?	Current Location (If other than home)	f other than home)	Report Source Relationship
		☐ Victim ☐ Perpetrator ☐	□ Not Involved□ Victim / Perpetrator						Yes □ No	☐ Unknown ☐ Declined			
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		☐ Victim ☐ Perpetrator ☐	□ Not Involved□ Victim / Perpetrator				995.00		√es No	Unknown Declined			

	Relationship to Child	Date of Birth (month, day, year)	Age	Sex	Race*	th Age Sex Race* Hispanic or Latino (number ar Origin? (number ar	Address (number and street, city, state, and ZIP code)	Telephone
						1 1		
				THER F	ERSON	OTHER PERSON RESPONSIBLE FOR CHILD(REN)	ILD(REN)	
Relationship to Child		Date of Birth (month, day, year)	Age	Sex	Race*	Hispanic or Latino Origin?	Address (number and street, city, state, and ZIP code)	Telephone Number
	_					☐ Yes ☐ Unknown ☐ No ☐ Declined		
						☐ Yes ☐ Unknown ☐ No ☐ Declined		
						* DACE CODES		
(A) American Indian or Alaskan Native — Having origins in any of the original peoples of I A Saan — Having origins in any of the original peoples of the Far East, Southeast Asia, or (B) Black or African American — Having origins in any of the black racial groups of Africa (NH) Native Hawaiian or Other Pacific Islander — Having origins in any of the original peo (M) White — Having origins in any of the original peoples of Europe, the Middle East, North. (U) Unable to Determine — Choose only when client refuses or is unable to identify race(s).	@ @ ≥ ≤ @ @	ins in any of the origin s of the Far East, Sour of the black racial gro- ing origins in any of th s of Europe, the Middl fuses or is unable to it	nal people rtheast Asi bups of Afi he original le East, Ni dentify rac	s of North, a, or India rica peoples c orth Africa	, Central or n Subcontii n Hawaii, G	 (A) American Indian or Alaskan Native – Having origins in any of the original peoples of North, Central or South America (A) Asian – Having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent (B) Black or African American – Having origins in any of the black racial groups of Africa (NH) Native Havanian or Other Pacifics Islander — Having origins in any of the original peoples of Hawaii, Guam, Samoa or the Pacific Islands (U) Unable to Determine – Choose only when client refuses or is unable to identify race(s). 	slands	
	- 1				ITAN	NATIRE OF COMPLAINT		
Is the child in imminent danger of serious bodily harm?	<u>ج</u>		□Yes	8				
nture and extent of injur.	5	y or neglect; if abuse,	request n	nhere and	when the a	If yes, state why. Request the nature and extent of injury or neglect; if abuse, request where and when the abuse occurred and what part of the body was injured.	of the body was injured.	e
	- 1							
Report completed by (typed or printed name):	1					Title		
	1			Agency	Agency or local DCS office	CS office	Date (month, day, year)	y, year)
	1						Date (month, day, year)	v, year)
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INDICATORS OF CHILD ABUSE/NEGLECT

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts:	Wary of adult contacts
On face, lips, mouth	Apprehensive when other children cry
On torso, back buttocks, thighs	Behavioral extremes
 In various stages of healing 	 Aggressiveness
 Cluster, forming regular patterns 	Withdrawal
 Reflecting shape of article used to 	Frightened of parents
inflict (electric cord, belt buckle, etc.)	Afraid to go home
 On several different surface areas 	Reports injury by parents
 Regularly appear after absence, 	
weekend or vacation	
Unexplained burns:	
 Cigar, cigarette burns, especially on 	
soles, palms, back or buttocks	
 Immersion burns (sock-like, glove-like 	
doughnut shaped on buttocks or	
genitalia)	
 Patterned like electric burner, iron, 	
etc.	
 Rope burns on arms, legs, neck or 	
torso	
Unexplained fractures:	
 To skull, nose facial structure 	
 In various stages of healing 	
 Multiple or spiral fractures 	
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Unexplained lacerations or abrasions:	
 To mouth, lips, gums, eyes 	
 To external genitalia 	

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene,	Begging, stealing food
inappropriate dress	Extended stays at school (early arrival and
Consistent lack of supervision, especially in	late departure)
dangerous activities or long periods	Constantly falling asleep in class
Constant fatigue or listlessness	Alcohol or drug abuse
Unattended physical problems or medical	Delinquency (e.g. thefts)
needs	States there is no caregiver
Abandonment	

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting	Unwilling to change for gym or participate in
Torn, stained or bloody underclothing	PE
Pain or itching in genital area	Withdrawn, fantasy or infantile behavior
Bruises or bleeding in external genitalia,	Bizarre, sophisticated or unusual sexual
vaginal or anal areas	behavior or knowledge
Venereal disease, especially in pre-teens	Poor peer relationships
Pregnancy	Delinquent or run away
	Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking,	Behavior extremes:
etc.)	 Compliant, passive
Conduct disorders (antisocial, destructible, etc.)	 Aggressive, demanding
Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Overly adoptive behavior: • Inappropriately adult
	 Inappropriately infant

Kokomo School Corporation

Procedure for Personal Interaction with Students Outside the Scope of Employment

When <u>any</u> school employee interact with a student outside of the regular school day, the following steps must be followed:

- 1. When a school employee/volunteer is meeting one-on-one with a student(s), always do so in a public place where you are in full view of others.
- 2. Employees/volunteer should avoid any physical contact with students, their behavior can be misinterpreted. Limit affection to pats on a student shoulder, high-fives, and handshakes.
- 3. If a school employee/volunteer is required to meet privately with a student, the door should be open or be held in an area that is easily observed by others passing by.
- 4. Employees/volunteer's should inform supervisors or other staff members that you are alone with a student and request that he/ she randomly drop in to view the situation.
- 5. Any employee/volunteer must follow Kokomo Schools policies and guidelines on reporting child abuse/neglect that a student reports. This includes behavioral problems which includes a written report of the incident to the supervisor.
- 6. In rare incidences which requires a school employee/ volunteer to attend a function at a student's home, the parent/guardian must be present.
- 7. Supervisors must approve any outside activity after hours between employees/volunteers and school age students. This requires the parent/guardian to sign a release of liability statement before the school function/event occurs.
- 8. Any private communication between employees/volunteers with students is prohibited. This includes social media websites such as-Facebook, Instagram, Snapchat, instant messaging, texting, etc. In incidences when it is necessary, the parent/guardian and supervisor must be copied at the same time.
- 9. Acceptable use of cell phones can be used on field trips, off-site programs, and emergencies with students. Parent/guardians and supervisors must be notified of the situation.
- 10. Any gifts that a student receive must be approved by the supervisors and parent notification is required.